





STRIPES Reconstruct Audit Steps

Preliminary Steps for each Award Type

Compare PADS/STRIPES data on spreadsheet.

Log into STRIPES.

Click Open Document.

Change the **Select From** field from My Documents to All documents

Search for the Award # associated with the CID # by typing the Award # in the For field.

- You may also search by using the Wildcard (%). Type in <<%CID#%>> (Ex. %ER54778%) or type in a unique part of the Award #.

Under Site, click the checkbox for Include Related Sites.

Click Search.

Click on the Document Number.

- When going through each page, verify the Values/data on each page.
- ** For your comments, please use "OK" or "No errors" if the file is fine.
- ** Check information against award status sheet and hardcopy awards.

BPA SETUP

#	Steps	Values / Notes
	Main	Award Instrument/STRIPES document type will be displayed in the top
		left corner. BPA Setups do not have Items or Amounts. Status will be
1		Released because it is a parent award to BPA Calls.
2	General	
3	Admin Office	
4	Issuing Office	
5	Invoice Office	
6	Primary Product/Service Code	
7	Period of Performance	
8	Additional Info	
9	NAICS Code	
10	Originating Office	
11	FPDS NG	A PIID should be displayed
12	Program Official	
13	Specialist Official	
14	Credit Card Purchase	
15	Subject to Retention	
16		
17	SBIR-STTR Award	
18	Safety and Health Clause	
19	OSTI Deliverable	
20	Text	
21	Description	Description should contain at least 5 characters
22	Notes	May contain text regarding source data.
23	Payment Terms	
24	Reconstructs	
	Mask	# (Modification) should be displayed if the original contract was
25		modified
26	Last Modification #	Verify against award status sheet and/or hardcopy award
27	Initial Amount and Used Amount	May or may not have values
28	Vendor	Verify Vendor name and DUNS

	Validations	Validates entire award. Expected Milestone Plan error may be
29		displayed.
30	Status History	Check the status of the award.
	Navigator	Check to see the BPA calls and other documents that are associated
31	_	with this award.
32	Return to Home	

BPA CALL

#	Steps	Values / Notes
	Main	Award Instrument/STRIPES document type will be displayed in the top left corner. Verify associated BPA Setup Number beneath BPA Call Number. Amounts are displayed in top right corner. Obligated
1	Company	Amounts should always be less than or equal to Total Amount.
3	General GSA Contract Number	
4		
5	Award Type Admin Office	
6	Issuing Office	
7	Primary Product/Service Code	
8	Invoice Office	
9	Period of Performance	
10	Additional Info	
11	NAICS Code	
12	Originating Office	
12	FPDS NG	A PIID should be displayed. BPA Calls will have both PIID
13	TI DO NO	(parent/BPA Setup) and Referenced PIID (child/Call).
14	Invoice Approving Official	
15	Program Official	
16	Specialist Official	
17	Credit Card Purchase	
18	Subject to Retention	
19	Approved Financial Exception	
20	SBIR-STTR Award	
21	Safety and Health Clause	
22	Facilities Management Contract	
23	OSTI Deliverable	
24	Text	
25	Description	Description should contain at least 5 characters
26		May contain text regarding source data.
27	Payment Terms	Verify that a term is selected
28	Reconstructs	
00	Mask	# (Modification) should be displayed if the original contract was
29	Loot Modification Number	modified
30	Last Modification Number	Verify against award status sheet and/or hardcopy award
31	Initial Amount	May or may not have a value
32	Items	Verify the # of items. Click on item #.
33	General	Based on the type of award (i.e., time and materials, indefinite quantity), the fields that are displayed differ.
34	Product/Service Code	quantity), the holds that are displayed differ.
35	Description	
36	Qualifier	By Dollars or By Quantity
37	Amount/Cost	Amount of Item should equal the Award Amount
38	Additional Info	7 mount of nom official oqual the Award Amount
39	Invoice Matching	Not Required
	ShipTo / Acct	Multiple ShipTo's may be displayed. The ShipTo Values equal the
40		Award Amount.
<u>·</u>		

41	Click on each ShipTo code	
42	Verify Amount/ShipTo Value/Quantity	
	Verify Delivery Date or Days After	Only 1 of the following is required: POP, Delivery Date or Days After
	Award/Notice to Proceed/Receipt of	Award/Notice to Proceed/Receipt of Order
43	Order	
	Click Edit to verify the Accounting info,	
44	i.e. AFF's	
	Click Submit to go back to the Delivery	
45	5	
	Click Submit to go back to the ShipTo /	
46	Acct screen	
47	Funding	Incrementally Funded is selected.
48	Reconstruct (at Line Item level)	Verify Initial Quantity and Initial Amount
49	Validations	Validates Line Item information
50	Return	
51	Vendor	Verify Vendor name and DUNS
	Validations	Validates entire award. Expected Milestone Plan error may be
52		displayed.
52 53	Status History	·
	Status History Navigator	displayed.
_		displayed. Check the status of the award.

CONTRACT

left corner. In top, right corner, check: without Options, Total Amount. Obligates than or equal to Total Amount. 2 General 3 Award Type 4 Admin Office 5 Issuing Office 6 Invoice Office 7 Primary Product/Service Code 8 Period of Performance 9 Additional Info 10 NAICS Code 11 Originating Office 12 FPDS NG Report to FPDS as a Stand-alone 13 Contract 14 Invoice Approving Official 15 Program Official 16 Specialist Official 17 Credit Card Purchase 18 Subject to Retention 19 Approved Financial Exception 20 SBIR-STTR Award 21 Safety and Health Clause 22 Facilities Management Contract 23 OSTI Deliverable 24 Text 25 Description 20 Selses May contain text regarding source data 27 Payment Terms Verify that a term is selected	Value/Notes
without Options, Total Amount. Obligates than or equal to Total Amount. 2 General 3 Award Type 4 Admin Office 5 Issuing Office 6 Invoice Office 7 Primary Product/Service Code 8 Period of Performance 9 Additional Info 10 NAICS Code 11 Originating Office 12 FPDS NG Report to FPDS as a Stand-alone 13 Contract 14 Invoice Approving Official 15 Program Official 16 Specialist Official 17 Credit Card Purchase 18 Subject to Retention 19 Approved Financial Exception 20 SBIR-STTR Award 21 Safety and Health Clause 22 Facilities Management Contract 23 OSTI Deliverable 24 Text 25 Description Description should contain at least 5 ch 26 Notes May contain text regarding source data 27 Payment Terms Verify that a term is selected	Award Instrument/STRIPES document type will be displayed in the top
Seneral Sene	left corner. In top, right corner, check: Obligation, Total Amount
2 General 3 Award Type 4 Admin Office 5 Issuing Office 6 Invoice Office 7 Primary Product/Service Code 8 Period of Performance 9 Additional Info 10 NAICS Code 11 Originating Office 12 FPDS NG Report to FPDS as a Stand-alone 13 Contract 14 Invoice Approving Official 15 Program Official 16 Specialist Official 17 Credit Card Purchase 18 Subject to Retention 19 Approved Financial Exception 20 SBIR-STTR Award 21 Safety and Health Clause 22 Facilities Management Contract 23 OSTI Deliverable 24 Text 25 Description 20 Description should contain at least 5 ch 26 Notes May contain text regarding source data 27 Payment Terms Verify that a term is selected	without Options, Total Amount. Obligated Amounts should always be
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4 Admin Office 5 Issuing Office 6 Invoice Office 7 Primary Product/Service Code 8 Period of Performance 9 Additional Info 10 NAICS Code 11 Originating Office 12 FPDS NG A PIID should be displayed Report to FPDS as a Stand-alone If this is a Contract with DO/TO's, No w 13 Contract 14 Invoice Approving Official 15 Program Official 16 Specialist Official 17 Credit Card Purchase 18 Subject to Retention 19 Approved Financial Exception 20 SBIR-STTR Award 21 Safety and Health Clause 22 Facilities Management Contract 23 OSTI Deliverable 24 Text 25 Description Description should contain at least 5 ch 26 Notes May contain text regarding source data 27 Payment Terms	
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15 Program Official 16 Specialist Official 17 Credit Card Purchase 18 Subject to Retention 19 Approved Financial Exception 20 SBIR-STTR Award 21 Safety and Health Clause 22 Facilities Management Contract 23 OSTI Deliverable 24 Text 25 Description 20 Description should contain at least 5 check May contain text regarding source data 27 Payment Terms Verify that a term is selected	
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18 Subject to Retention 19 Approved Financial Exception 20 SBIR-STTR Award 21 Safety and Health Clause 22 Facilities Management Contract 23 OSTI Deliverable 24 Text 25 Description 26 Notes 27 Payment Terms Description Description should contain at least 5 ch	
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21 Safety and Health Clause 22 Facilities Management Contract 23 OSTI Deliverable 24 Text 25 Description 26 Notes 27 Payment Terms Description should contain at least 5 chem Service May contain text regarding source data	
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26 Notes May contain text regarding source data 27 Payment Terms Verify that a term is selected	
27 Payment Terms Verify that a term is selected	Description should contain at least 5 characters
	May contain text regarding source data.
	Verify that a term is selected
28 Reconstructs	

		11/14 11/11 11 11 11/11 11 11/11
	Mask	# (Modification) should be displayed if the original contract was
29	1 (14 1)	modified
30	Last Modification #	Verify against award status sheet and/or hardcopy award
	Initial Amount, Guaranteed Amount and	May or may not have values
31	Used Amount	
32	Items	Verify the # of items. Click on item #
	General	Based on the type of award (i.e., time and materials, indefinite
33		quantity), the fields that are displayed differ.
34	Award Type	
35	Contract Item #	For An associated Contract
36	Description	
37	Product/Service Code	
	Period of Performance	Only 1 of the following is required: POP, Delivery Date or Days After
38		Award/Notice to Proceed/Receipt of Order
39	Qualifier	By Dollars or By Quantity
40	Amount	Amount of Item should equal the Award Amount
41	Additional Info	
42	Invoice Matching	Not Required
43	Orders	
	Allow Delivery/Task Orders?	For Contracts that are stand-alone (not a parent), No is selected and
44		the Contract obligates.
	ShipTo / Acct	Multiple ShipTo's may be displayed. The ShipTo Values equal the
45	00.1	Award Amount.
46	Click on each ShipTo code	
47	Verify Amount/ShipTo Value/Quantity	
	Verify Delivery Date or Days After	Only 1 of the following is required: POP, Delivery Date or Days After
40	Award/Notice to Proceed/Receipt of	Award/Notice to Proceed/Receipt of Order
48	Order	
40	Click Edit to verify the Accounting info,	
49	i.e. AFF's Click Submit to go back to the Delivery	
50	Location / Accounting Detail screen	
30	Click Submit to go back to the ShipTo /	
51	Acct screen	
52	Funding	Incrementally Funded is selected.
53	Reconstruct (at Line Item level)	Verify Initial Quantity, Used Quantity, Initial Amount and Used Amount
54	Validations	Validates Line Item information
55	Return	Validates Line terri information
56	Vendor	Verify Vendor name and DUNS
	Validations	Validates entire award. Expected Milestone Plan error may be
57	Tanadions	displayed.
58	Status History	Check the status of the award.
- 55	Navigator	If this is a parent award, check to see the Delivery/Task Orders that
59	- Marigator	are associated with this award.
60	Return to Home	are assessation that also arrain.
	TOTALLI TO LIGHTO	I .

DELIVERY/TASK ORDERS

#	Steps	Value/Notes
1	Main	Award Instrument/STRIPES document type will be displayed in the top left corner. Check associated Contract # beneath Delivery/Task Order Number. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
2	General	
3	Award Type	
4	Admin Office	
5	Issuing Office	

	Invoice Office	
6		
7	Primary Product/Service Code	
8	Period of Performance	
9	Additional Info	
10	NAICS Code	
11	Originating Office	
	FPDS NG	A PIID should be displayed. Delivery/Task Orders will have both PIID
12		(parent/Contract) and Referenced PIID (child/Order).
13	Invoice Approving Official	
14	Program Official	
15	Specialist Official	
16	Credit Card Purchase	
17	Subject to Retention	
18	Approved Financial Exception	
19	SBIR-STTR Award	
20	Safety and Health Clause	
21	Facilities Management Contract	
22	OSTI Deliverable	
23	Text	
24	Description	Description should contain at least 5 characters
25		May contain text regarding source data.
	Payment Terms	Verify that a term is selected
27	Reconstructs	Verify that a term is selected
	Mask	# (Modification) should be displayed if the original contract was
28	Mask	modified
29	Last Modification Number	Verify against award status sheet and/or hardcopy award
30	Initial Amount	May or may not have a value
31	Items	Verify the # of items. Click on item #.
31		Based on the type of award (i.e., time and materials, indefinite
22	General	
32	Product/Service Code	quantity), the fields that are displayed differ.
33		
34	Description	D. Dellass as D. O. as Ci
35	Qualifier	By Dollars or By Quantity
36	Amount/Cost	Amount of Item should equal the Award Amount
37	Additional Info	N (D)
38	Invoice Matching	Not Required
00	ShipTo / Acct	Multiple ShipTo's may be displayed. The ShipTo Values equal the
39	O!: 1	Award Amount.
40	Click on each ShipTo code	
41	Verify Amount/ShipTo Value/Quantity	0.1.4.(0.1.4.(0.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.
	Verify Delivery Date or Days After	Only 1 of the following is required: POP, Delivery Date or Days After
40	Award/Notice to Proceed/Receipt of	Award/Notice to Proceed/Receipt of Order
42		
4.0	Click Edit to verify the Accounting info,	
43		
,,	Click Submit to go back to the Delivery	
44	Location / Accounting Detail screen	
	Click Submit to go back to the ShipTo /	
45	Acct screen	Leave we stall English to a first
46	Funding	Incrementally Funded is selected.
47	Reconstruct (at Line Item level)	Verify Initial Quantity and Initial Amount
48	Validations	Validates Line Item information
49	Return	N
50	Vendor	Verify Vendor name and DUNS
	Validations	Validates entire award. Expected Milestone Plan error may be
51		displayed
52	Status History	Check the status of the award
	Navigator	Check to see the Contract and other documents that are associated
53		with this award.

	54	Return to Home	
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GRANT

#	Steps	Value/Notes
	Main	Award Instrument/STRIPES document type will be displayed in the top
		left corner. Amounts are displayed in top right corner. Obligated
1		Amounts should always be less than or equal to Total Amount.
2	General	·
3	Type of Agreement	
4	Award Date	
5	Award Type	
6	Admin Office	
7	Issuing Office	
8	Sponsoring Office	This field is required.
9	Invoice Office	
10	Primary Product/Service Code	0000
11	Period of Performance	
12	Additional Info	
13	CFDA Number	This field is required.
14	NAICS Code	
15	Originating Office	
16	Invoice Approving Official	
17	Program Official	
18	Specialist Official	
19	ASAP	
20	Approved Financial Exception	
21	SBIR-STTR Award	
22	OSTI Deliverable	
22	Text	
24	Description	Description should contain at least 5 characters
25	Notes	May contain text regarding source data.
26	Payment Terms	Verify that a term is selected
27	Reconstructs	, , , , , , , , , , , , , , , , , , ,
	Mask	# (Modification) should be displayed if the original contract was
27		modified
39	Last Modification #	Verify against award status sheet and/or hardcopy award
	Initial Amount, Guaranteed Amount and	May or may not have values
30	Used Amount	, ,
31	Items	Verify the # of items. Click on item #.
	General	Based on the type of award (i.e., time and materials, indefinite
32		quantity), the fields that are displayed differ.
33	Description	
34	Product/Service Code	
35	Period of Performance	
36	Qualifier	By Dollars or By Quantity
37	Amount/Cost	Amount of Item should equal the Award Amount
38	Additional Info	
39	Invoice Matching	Not Required
	ShipTo / Acct	Multiple ShipTo's may be displayed. The ShipTo Values equal the
40		Award Amount.
41	Click on each ShipTo code	
42	Verify Amount/ShipTo Value/Quantity	
	Verify Delivery Date or Days After	Only 1 of the following is required: POP, Delivery Date or Days After
	Award/Notice to Proceed/Receipt of	Award/Notice to Proceed/Receipt of Order
43	Order	
	Click Edit to verify the Accounting info,	
44	i.e. AFF's	

	Click Submit to go back to the Delivery	
45	Location / Accounting Detail screen	
	Click Submit to go back to the ShipTo /	
46	Acct screen	
47	Funding	Incrementally Funded is selected
	Reconstruct (at Line Item level)	Verify Initial Quantity, Used Quantity, Initial Amount and Used Amount
48		if completed
49	Validations	Validates Line Item information
50	Return	
51	Recipient	Verify Recipient name and DUNS
53	Invoice and Payment	Skip
	Validations	Validates entire award. Expected Milestone Plan error may be
54		displayed.
55	Status History	Check the status of the award.
56	Navigator	Check to see if there are any associated documents.
57	Return to Home	

IAA

#	Steps	Value/Notes
1	Main	
		Award Instrument/STRIPES document type will be displayed in the top
_		left corner. Amounts are displayed in top right corner. Obligated
2		Amounts should always be less than or equal to Total Amount.
3	General	
4	Award Type	
5	Admin Office	
6	Issuing Office	
7	Invoice Office	
8	Period of Performance	
9	Additional Info	
10	Originating Office	
11	Invoice Approving Official	
12	Program Official	
	Specialist Official	
14	Approved Financial Exception	
15	SBIR-STTR Award	
16	Safety and Health Clause	
17	OSTI Deliverable	
18	Text	
19	Description	Description should contain at least 5 characters
	Notes	May contain text regarding source data.
21	Payment Terms	Verify that a term is selected
22	Reconstructs	
23	Mask	# (Modification) should be displayed if the original contract was modified
24	Last Modification #	Verify against award status sheet and/or hardcopy award
25	Initial Amount and Used Amount	May or may not have values
26	Items	Verify the # of items. Click on item #
27	General	
28	Product/Service Code	
29	Description	
30	Qualifier	By Dollars or By Quantity
31	Amount	Amount of Item should equal the Award Amount
32	Period of Performance	· ·
33	Additional Info	
34	Invoice Matching	Not Required
35	ShipTo / Acct	Multiple ShipTo's may be displayed. The ShipTo Values equal the

		Award Amount.
36	Click on each ShipTo code	
37	Verify Amount/ShipTo Value/Quantity	
	Verify Delivery Date or Days After	Only 1 of the following is required: POP, Delivery Date or Days After
	Award/Notice to Proceed/Receipt of	Award/Notice to Proceed/Receipt of Order
38	Order	'
	Click Edit to verify the Accounting info,	
39	i.e. AFF's	
	Click Submit to go back to the Delivery	
40	Location / Accounting Detail screen	
	Click Submit to go back to the ShipTo /	
41	Acct screen	
42	Funding	Incrementally Funded is selected
43	Reconstruct (at Line Item level)	Verify Initial Quantity and Initial Amount if completed
44	Validations	Validates Line Item information
45	Return	
46	Agency	Verify Servicing Agency name and other information
47	Invoice and Payment	Skip
	Validations	Validates entire award. Expected Milestone Plan error may be
48		displayed.
49	Status History	Check the status of the award.
50	Navigator	Check to see if there are any associated documents.
51	Return to Home	

PURCHASE ORDER

#	Steps	Value/Notes
	Main	Award Instrument/STRIPES document type will be displayed in the top
		left corner. Amounts are displayed in top right corner. Obligated
1		Amounts should always be less than or equal to Total Amount.
2	General	
3	Award Type	
4	Admin Office	
5	Issuing Office	
6	Invoice Office	
7	Primary Product/Service Code	
8	Period of Performance	
9	Additional Info	
10		
11	- 9 9	
12		A PIID should be displayed
	Report to FPDS as a Stand-alone	If this is a Contract with DO/TO's, No will be displayed.
13	Contract	
14	3	
15	9	
16	Specialist Official	
17	Credit Card Purchase	
18	1	
19		
20	SBIR-STTR Award	
21	Safety and Health Clause	
22	J J	
23	OSTI Deliverable	
24	Text	
25	Description	Description should contain at least 5 characters
26		May contain text regarding source data.
27	Payment Terms	Verify that a term is selected
28	Reconstructs	

29	Mask	# (Modification) should be displayed if the original contract was modified
30	Last Modification #	Verify against award status sheet and/or hardcopy award
31	Initial Amount	May or may not have a value
32	Items	Verify the # of items. Click on item #.
	General	Based on the type of award (i.e., time and materials, indefinite
33		quantity), the fields that are displayed differ.
34	Description	
35	Product/Service Code	
36	Qualifier	By Dollars or By Quantity
37	Period of Performance	
38	Amount/Cost	Amount of Item should equal the Award Amount
39	Additional Info	
40	Invoice Matching	Not Required
	ShipTo / Acct	Multiple ShipTo's may be displayed. The ShipTo Values equal the
41		Award Amount.
42	Click on each ShipTo code	
43	, , , , , , , , , , , , , , , , , , ,	
	Verify Delivery Date or Days After	Only 1 of the following is required: POP, Delivery Date or Days After
	Award/Notice to Proceed/Receipt of	Award/Notice to Proceed/Receipt of Order
44	- · · · · ·	
	Click Edit to verify the Accounting info,	
45		
40	Click Submit to go back to the Delivery	
46	5	
47	Click Submit to go back to the ShipTo /	
47	Acct screen	In an an and all to Tour de different and
48	Funding	Incrementally Funded is selected
49	Reconstruct (at Line Item level) Validations	Verify Initial Quantity and Initial Amount Validates Line Item information
50		validates Line item information
51	Return Vendor	Verify Vendor name and DUNS
52 53	Invoice and Payment	Skip
54	Validations	ΟΝΙΡ
55	Status History	Check the status of the award.
56	Navigator	Check to see if there are any associated documents.
57	Return to Home	Check to see it there are any associated documents.
37	Neturii to nome	